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Library Trustee Minutes 08/16/11

Meeting of the Robbins Library Board of Trustees
August 16, 2011
Minutes

Call to Order

The meeting was called to order at 7:15 p.m. Attending were trustees Heather Calvin, Katherine Fennelly, Brigid Kennedy-Pfister, Barbara Muldoon, Frank Murphy, and Joyce Radochia. Absent was Kathryn Gandek-Tighe. Also attending was the library director, Maryellen Loud.

Approval of Minutes

The minutes of the June 22 meeting were read and approved as amended.

Communications

None.

Community Time

No unscheduled member of the community was in attendance.

Director's Report

Trustees read and discussed highlights of the June and July Director's Report. Trustees unanimously adopted a policy that library patrons wear proper attire, including shoes and shirts unanimously. Also trustees agreed to sponsor with Miriam Levine a poetry workshop. The sessions would run from October to November.

There was a discussion of an additional day at Fox Branch to be funded by Friends of Fox. This would have implications of staffing schedules for both the Fox Branch and Robbins. The Director was tasked with looking at scenarios including Friday or Saturday, 3 Fridays and one Saturday, or Saturdays in the summer/Fridays for the balance of the fiscal year.

Town Day Booth

Trustees signed up for manning the booth on Saturday, September 24, 2011

Approval of FY 2012 Trustee Goals

The board unanimously approved the Goals and Objectives FY 2012 including eliminating D and E under Financial and substituting new wording.

Report of FY 2011 Russell Fund Expenditures and Approval of FY 2012 Russell Fund Allocations

The Board reviewed the report of the FY 2011 Russell Fund expenditures.

Ms Muldoon proposed that we accept 3.5% of the market value as of June 30th of the past fiscal year as the basis for all trust fund allocations in FY 2012 (Muldoon, Fennelly); this was voted unanimously. The treasurer recommended 4% and if the stock market continues to do well, the Trustees will consider using the additional funds for materials, since this is an area that has been underfunded for years.

Ms Gandek-Tighe and Ms. Loud have spoken to a potential donor who may be interested in developing a matching fund from the community for children's programs.

It was moved (Murphy, Fennelly) to allocate \$35,000 for FY 2012 for the Russell Fund budget; this was voted unanimously.

Review of Potential Funding Requirements/Strategic Plan

Areas that are being considered: Marketing, Digitalization, Programs, Upholstery, Lighting, and the Layout of the 1st Floor including a smaller reference desk. Sources for funding are: unspent Fundraising, \$10,000 in unrestricted funds and several other funds.

Report of FY 2011 Trust Fund Expenditures and Approval of FY 2012 Allocations

Ms. Muldoon distributed a report of the FY 2011 expenditures from trust funds by category.

Ms Muldoon again proposed that we accept 3.5% of the market value as of June 30th of the past fiscal year as the basis for all trust fund allocations in FY2012 (Muldoon, Fennelly); this was voted unanimously. The treasurer recommended 4%. As with the Russell fund, if the stock market continues to do well, the Trustees will consider using the additional funds for materials, since this is an area that has been underfunded for years.

Ms. Muldoon distributed a spreadsheet of staff requests for funding for FY 2012. A motion was made (Fennelly, Radochia) and voted unanimously to approve FY 2012 Trust Fund allocations in the amount of \$49,763 including \$3,000 for teen videos games and \$340 for biographies at Fox.

Fundraising/Foundation

Ms Fennelly and Ms Muldoon are in the final stages of approving the Foundation bylaws and will be ready to turn the organization over to Ms Gandek-Tighe by mid autumn.

Fundraising Request

After a brief discussion the board rejected a request from FDI Rx discount card.

Schedule of Sunday Openings

Sunday openings will start September 18th.

FY 2011 Russell Fund Report

The board was enthusiastic about the report. Many compliments and thanks to Liza Halley.

Community Read Status Report

The Community Read book, *Zeitoun* by Dave Eggers is available on a display table in the library. It is circulating briskly. Programming for the book will take place in November.

Other

Dennis Lehane will be at Town Hall on Tuesday, October 4th.

Date of Next Meeting

The next meeting will be on Wednesday, September 14th.

Adjournment

The meeting adjourned at 9:35.

Respectfully submitted,

Katharine Fennelly

Documents reviewed:

Minutes of the June meeting

Director's Report/June and July

Email from vendor regarding a pharmacy discount card for fundraising

Goals and Objectives FY 2011

Memo from Treasurer

Draft Russell Fund Report

Russell Fund Expenditures

Russell Fund Proposal

Trust Fund Requests from Staff

Trust Fund Expenditures FY 2011

Trust Fund Budget FY 2012